

Staff Supervision

The Nuts & Bolts of Supervision at MDOC

This five (5) day course will provide new supervisors & managers within the Department of Corrections with the basic knowledge & skills needed to be successful supervisors. The course will cover the basics of supervision including:

- ✓ Necessary supervisory competencies needed to be a successful supervisor
- ✓ Ethical decision-making for supervisors
- ✓ Performance Management & Evaluation, including the principals & consistent application of employee performance management & evaluation to proactively increase job performance & productivity
- ✓ Progressive Discipline, including the need for consistent application of disciplinary actions & applying the steps in progressive discipline
- ✓ Tools to recognize & handle all types of employment discrimination, including Sexual Harassment, ADA, EEO and Workplace Violence
- ✓ Recruitment and selection, including the basic knowledge & skills needed to recruit, hire & keep the right people for the job
- ✓ Identify Correction specific Human Resource duties such as
 - Attendance
 - Leave
 - Workman's Compensation
 - Record Keeping

Who should attend?

- Any Montana Department of Corrections employee who is responsible for supervision
- New supervisors & managers at all levels
- Veteran supervisors/managers who need a refresher
- Any supervisor/manager who has not received updated training in the past five (5) years
- ✓ Note: While aspiring supervisors are encouraged to apply, preference for the class will be given to current supervisors

Date: January 12-16, 2009
Time: See Below
Location: National Guard Reserve Center
2915 Gabel Rd
Billings MT
Cost: \$25.00 made payable to:
Montana Correctional Association

To register contact:
Geri Miller
406-846-1320 ext. 2307
gerimiller@mt.gov

Class Time Schedule: January 12th – 1:00pm – 5:00pm
January 13th – 15th – 8:00am – 5:00pm
January 16th – 8:00am – 2:00pm (working lunch)

DOC Staff are required to get approval from supervisor(s) and complete a training request form.



Exceeding expectations keeps
us on the path to success.

For additional training opportunities, you may go to the DOC Internet web @

<http://www.cor.state.mt.us/Resources/Training.asp>; or the DOC **Intranet** web @
http://mycor.cor.mt.gov/Human_Resources/Training/SchAnnForms.asp

IF ADEQUATE NUMBERS ARE NOT REGISTERED THE CLASS WILL BE CANCELLED

The DOC Training Unit makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the Training Unit no later than 2 weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, you can call 406-846-1320 ext. 2307 or gerimiller@mt.gov.



**This Class is Co-Sponsored by the
Montana Correctional Association**